



REQUEST FOR PROPOSALS FOR Multi-Use Facility Construction, Expansion, or Renovation

To receive consideration for FY03 Multi-Use Facility funding, your proposal must be received by the Commission by **April 30 or July 15, 2003**. Send or deliver one copy of your completed proposal to:

Denali Commission
Attn: Multi-Use Facility RFP Committee
510 "L" Street
Suite 410 (Peterson Tower)
Anchorage, Alaska 99501

Additional information can be obtained from:

Rachael Petro
Phone (907) 271-1425
Fax (907) 271-1415
Toll free 1-888-480-4321
rpetro@denali.gov
www.denali.gov

INSTRUCTIONS – OVERVIEW

At the time of issuance of this request for proposal (RFP), the Commission has limited funding dedicated for Multi-Use facilities. The intent of this RFP is to identify and rank projects to respond to FY03 funding appropriations to the Commission for this purpose.

In accord with the purpose of the Denali Commission, as established in our enabling legislation, the Multi-Use Facility RFP is designed to encourage consolidation of compatible essential community services eliminating duplication of services and increasing the efficiency with which services are delivered. Multi-Use facilities can meet a variety of needs in Alaska, and if properly conceived and designed, can enhance the delivery of vital community services and serve as the keystone of a sustainable community. A variety of uses may be consolidated into a single facility, but priority for funding under this RFP will go to uses associated with life, health and safety. A Multi-Use Facility is a facility which provides two or more uses (such as those listed below).

Some examples of facilities normally associated with life, health and safety include:

- Health Clinics*
- Fire department
- VPSO (Police)
- Washeteria**
- Jail
- Assisted Care

Some examples of facilities not normally associated with life health and safety include:

- Community halls
- Libraries
- Day Care Facilities
- Government Offices
- Store or other commercial facility
- Equipment storage facility

* The Health Care portion of Multi-Use Facilities selected for funding under this program will be governed by the rules of the Denali Commission Health Care Program including match requirements. Other multi-use services of the facility will be governed by the rules set forth herein.

** The Washeteria portion of Multi-Use Facilities selected for funding under this program will be governed by the rules of the Denali Commission Washeteria Program including match requirements. Other multi-use services of the facility will be governed by the rules set forth herein.

The Denali Commission has limited funding available to support Alaska communities (generally under 2,500 in population) that have the need for:

- Design and construction of a new Multi-Use facility;
- Design and construction for expansion of an existing Multi-Use facility;
- Design and construction for expansion of existing facility to a Multi-Use facility; or
- Design and renovation (or repair) of an existing Multi-Use facility.

To ensure that the highest possible proportion of funds entrusted to the Denali Commission is applied to Alaskan projects, P. L. 105-77 (including the Denali Commission Act of 1998) strictly limits the amount of money available for Commission administration to no more than five percent of its budget. Thus, the Commission seeks experienced partners to carry out its work. One chief evaluation criteria of this RFP is the administrative capability of the applicant to carry out the project through in-house staff, and/or third-party agents, and/or contractors.

To receive consideration for funding, completed applications must be received at the Denali Commission office by April 30 or July 15, 2003. (See page 4, "Evaluation criteria" for explanation)

Requirements and Scoring Criteria

Applicants Eligibility Requirements

Projects funded under this program are generally intended to serve communities with populations of no greater than 2,500 people. For the purposes of this RFP, the term "community" includes any community that is represented by a federally recognized tribal government, municipal government, or that receives State Revenue Sharing. Exceptions to this population limit may be made at the discretion of the Commission if a compelling case is made by the applicant within its proposal. Anyone wishing to seek an exception to this policy are advised to consult with the Program Manager *prior* to developing an application. The multi-disciplinary panel (MDP) will review each case and make recommendations to Denali Commission staff for a decision.

Eligible applicants may apply either for construction funding only, or for combined design and construction funding. The proposed project must be for Multi-Use facility improvements: new construction (including expansion) or renovation (including repair).

Funding Intent

Projects that are construction ready (with design complete) will receive higher priority for funding (see Proposal Scoring, p. 7). Funding may include design costs up to \$25,000. Funding may not be used for fixtures, furnishings and equipment. As a part of the application, the applicant must demonstrate the means to acquire necessary fixtures, furnishings, and equipment necessary to make the finished facility fully functional.

Proposals for planning and design *only* will not be considered.

Available Funding

Requests for Multi-Use facility funding may not exceed \$1 million of Denali Commission funds of which up to \$25,000 may be used for design completion.

Match Requirements

New Multi-Use Facility Funding:

Economically distressed communities (distressed community listing provided on web page www.denali.gov) must provide a minimum of a 10% local match and non-distressed communities must provide a minimum of 25% local match. The match may include land donated or the calculated cash value of the lease of the land for the facility but may not include equipment and furnishings, in-kind services, labor or material.

Renovation of Multi-Use Facility Funding:

For renovation of Multi-Use Facilities the 10% local match of a distressed community must be in cash and at least 10% of the 25% local match from a non-distressed community must be in cash. An existing facility and land on which it sits cannot be part of the cost share match for renovation projects unless renovation requires additional land parcels.

Evaluation Criteria

Priority will be assigned to proposals utilizing the following criteria:

The following selection factors will be used to evaluate proposals received by the **April 30, 2003** deadline:

- Projects that are ready to proceed with construction in the 2003 construction season will be favorably considered over projects with a later start date. In general, projects must be ready to proceed **July 1, 2003** to meet this requirement.
- Projects that are ready to proceed at the time of application will be favorably considered for 2003 funding.
- Projects demonstrating availability of cost sharing from other funding sources or demonstrating a commitment to cost sharing from local sources significantly in excess of the required local match will be favorably considered.

The following selective factors will be used to evaluate proposals received by the **July 15, 2003** deadline:

- Projects that are ready to proceed at the time of application will receive favorable consideration for 2003 funding.
- Projects demonstrating availability of cost sharing from other funding sources or demonstrating a commitment to cost sharing from local sources significantly in excess of the required local match will be favorably considered.

Reasons for proposals not being funded at the **April 30, 2003** deadline include:

- Ineligibility of applicant;
- RFP criteria were not met; or
- Inadequate funding.

Proposals may be re-submitted* for consideration at the August deadline if:

- Money allocated to Multi-Use facilities is still available**,
- Applicant is eligible

* Proposals submitted by the **April 30, 2003** deadline and not funded will only be considered at the **July 15** deadline by written request of the applicant.

**** If Multi-Use facility funding is completely expended to April 30, 2003 applicants and funding is no longer available for the July 15, 2003 deadline a notification will be sent to all interested parties and will be posted on the Denali Commission website.**

General Requirements for Multi-Use Facility Funding

All proposals that receive Denali Commission funding must, at a minimum, have the following elements:

1. The justification that a Multi-Use facility is an essential community facility for uses that are not currently being adequately met by an existing facility or facilities, and can not be fully financed as a business opportunity for the community, a company or an individual and will not compete with any existing private entity that is or has plans to supply a similar service or facility for a profit;
2. Commitment of the community to sustaining* the Multi-Use facility, as evidenced by a completed business plan (*template provided*);
3. Identification of a Project Management Agent** that will be committed to assisting the community in completing the proposed work;
4. Demonstrates that the size and capacity of a new or renovated facility is consistent with the community's needs;
5. The Multi-Use facility must be part of a comprehensive community plan, and where applicable, must have explicit support of the municipal and tribal governments, and the village corporation;
6. The community must provide a site for the Multi-Use facility at no cost to the Denali Commission, and must demonstrate ownership, or have a lease that is valid for at least thirty years;
7. Facility designs must be reviewed and approved by a multi-disciplinary panel (MDP) established by the Denali Commission; and
8. Demonstrate the means to acquire necessary equipment and furnishings necessary to make the finished facility fully functional.
9. Match requirements are met (see Match Requirements, p. 4).

*** Demonstration of Facility and Service Sustainability**

The community must complete and agree to implement a business plan that will assure proper service delivery and operation and maintenance of the facility and provide for renewal and replacement of equipment and facility, as necessary. A business plan template serves as the application for the multi-use facility RFP. Financial templates are also provided. The application and financial templates can be found on the website under "Other Infrastructure – Multi-Use Facilities" as part of the Multi-Use application packet. The financial template can be adapted by each community for its particular needs.

**** Project Management Agent**

The proposal must identify an agent capable of providing project management for the project. The proposal must demonstrate that the Project Management Agent is capable of managing all aspects of the project, including purchasing, cost tracking and reporting, and meeting schedules and budgets. Qualified agents may include, but are not limited to, regional health and regional non-profit corporations, city and tribal governments, or a private contractor or entity. The Denali Commission must approve all Project Management Agents. Project Management Agents identified as part of a proposal selected for funding will be considered approved unless the multi-disciplinary panel (MDP) specifically states otherwise.

Additional Requirement for Renovation Funding

Renovation projects must meet the same requirements and conditions for new Multi-Use facility funding in addition to the following:

- The proposal must clearly demonstrate that the need for renovation is not a result of abuse of the facility or neglect. In cases where renovation is requested for a facility less than ten years old, the Denali Commission requires exceptional evidence that the project is not due to abuse or neglect.

Deadline for Inquiries from Applicants

Questions, objections, or protests relating to defects, errors, omissions, or the general content of this RFP, must be made in writing and received by the Denali Commission no later than close of business (4:30 pm) on **March 28, 2003**. Receipt of notice prior to this deadline will permit the Denali Commission to publish and distribute any necessary addenda to interested applicants. The Commission will respond to these questions and post the answers on our website (www.denali.gov). If you cannot access the website, please call the numbers on the cover sheet of this RFP and ask for a written copy to be mailed and/or faxed to you.

RFP Clarification, Modification, and Rejection

The Denali Commission reserves the right to modify or otherwise alter any or all requirements in this proposal. In the event of modification, all applicants will be given an equal opportunity to modify their proposals in the specific areas affected.

Submission Deadline

To receive consideration for funding, a completed application must be received at the Denali Commission office by April 30, 2003 or July 15, 2003.

Faxed Proposals Will Not Be Accepted

It is the responsibility of the applicant to ensure proposal receipt by the Denali Commission by the date due.

Selection Process and Funding of Proposals

Applicants will submit a written proposal, which will be evaluated by the multi-disciplinary panel (MDP). The MDP will review the proposal and make recommendations regarding funding. The MDP may also recommend conditional funding. In this case, the MDP will develop questions and provide them to the applicants. It is expected that some applicants will be asked to respond to questions concerning their proposal (based upon experience gained from previous Commission RFPs). A question and answer forum (either in person or by telephonic conference call) will then be utilized so the applicant can fully address questions or concerns the MDP may have about the proposal. After these discussions, the applicant may be invited to submit a "best and final proposal" to the Commission.

Contingent on availability of funds, proposals meeting basic requirements will be selected for funding from overall proposal scores in the order of highest score to lowest. The Denali Commission reserves the right to negotiate funding and performance levels and to assign any award contingencies deemed prudent.

Preparation Costs

This RFP does not in any way commit the Denali Commission to reimburse applicants to this RFP for any costs related to proposal preparation or submission. All costs incurred by applicants in the course of proposal preparation shall be the sole responsibility of the applicant.

Further, this RFP does not obligate the Denali Commission to accept or contract for any services, whether expressed or implied.

Additional Terms and Conditions

The Denali Commission reserves the right to negotiate proposal changes with each successful applicant. If it chooses to do so, the Commission may rely on its professional judgment or that of the members of its selected MDP to present a counter proposal that, while consistent with the scope and conditions of the original RFP, would change the project originally proposed.

Addenda to the RFP

In the event it becomes necessary to revise this RFP, wholly or in part, addenda will be posted on our website (www.denali.gov). If you cannot access the website, please call the numbers on the cover sheet of this RFP and ask for a written copy to be mailed and/or faxed to you.

Proposal Scoring	Maximum Points
Project ready to proceed to construction by July 2003 . (<i>all permits, design, site control, etc.</i>)	10
Projects ready to proceed to construction by August 2003 (<i>all permits, design, site control, etc.</i>)	10
Applicants with cost share exceeding minimum requirements by at least 25%	10
Applicant clearly demonstrates that uses contemplated for facility are not provided for by existing facilities, or not adequately provided, or that significant efficiencies contributing to sustainability will be achieved by the new facility	25
At least 50% of facility devoted to basic life, health, and safety needs of the community	25
Quality factor – can be assigned to reflect quality of overall application and exceeding minimum requirements	0-20